

TNSmartShop - TNSS

Virtual Local Government Purchasing Forum TN SmartShop Breakout Session



TNSmartShop- TNSS

Introductions

Leonard Chadwick-Team Lead, DGS (Systems Team)

Andrew Eckerley-Data Analyst, DGS (Sourcing Team)

Raszelle Fine-System Analyst, DGS (Systems Team)



TNSmartShop - TNSS

TN SmartShop Breakout Session

Our session today will be focusing on the changes to TNSmartshop Since first Quarter 2020 when the application administration moved From Coupa/Aquiire to Edison.



TNSmartShop - TNSS

TNSmartShop is a marketplace for procurement professionals providing visibility and access to goods and services from suppliers who have Statewide Contracts with the State of Tennessee.



TNSS Access to SWCs for Local Governments

- TN Statewide Contract pricing is available to local governments, institutions of higher education, and eligible non-profit organizations for certain goods and services. These are available on TNSS.



TNSS Benefits

- Benefits of TNSmartShop:
 - Prices are negotiated with Suppliers for you
 - Register directly on the Suppliers' websites, submit and pay for orders immediately
 - Increasing spend on contracts gives the State negotiation leverage
 - TNSmartShop Statewide Contract Catalog Dashboard allows users to search for items across all Statewide Contracts

Welcome to TNSmartshop!



TNSmartShop is an e-marketplace of active statewide contracts where local governments and municipalities can leverage the buying power of the state government to purchase goods and services.

By combining state and local spend on common goods and services, the State is able to negotiate deeper discounts and enhanced services with vendors. TN SmartShop works because leveraging state and local purchasing power saves taxpayer dollars. The TN SmartShop team will continue to add statewide agreements to the repository that are aligned with local government purchasing needs.

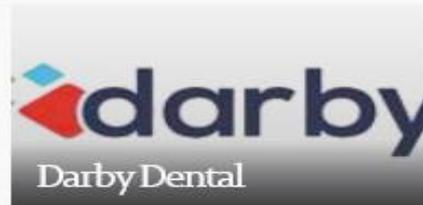
Statewide Contract Supplier Contact List (downloadable Excel format): [click here](#).

See the [Statewide Contract Usage Instructions](#) page for detailed information about using the contracts.

TN SmartShop Team Contact Information: 615-741-3333 Ext. 1 or TN.SmartShop@tn.gov.

[TNSmartShop Users' Guide for Authorized Users](#).

TNSmartShop Supplier Websites



TNSS Supplier Account

Office Depot



Authorized Users:

In order to setup an account with Office Depot, please register your establishment at the Office Depot account Registration page (linked above)

Authorized users may reach out to Office Depot at TNSales@officedepot.com with any questions.

To view the entire assortment of Office Depot Items available, please click the Shop Office Depot tile above and use the following credentials to log in:

Username: TNBrowse

Password: TNBrowse1 (Password is Case Sensitive)

(this account will not allow you to check out, it is for browsing purposes only)

Office Depot will work with Authorized Users to setup individual buying programs from this selection.

Contract Information:

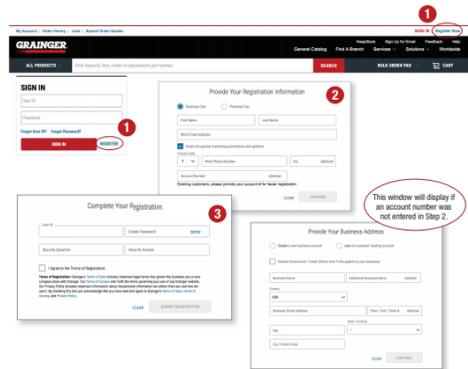
SWC 316 - Office Supplies (Edison Contract ID: 67054)

TNSS Supplier Account Registration

REGISTER TO TAKE FULL ADVANTAGE OF **GRAINGER.COM**[®]



Grainger.com is a fast and easy online solution with quick access to over a million products. Sign in to view your pricing and product availability, create personal and/or shared lists for quicker access, enable the Order Management System (OMS) with your workflow and approval process, customize your checkout requirements, view order history and pay invoices online. Use your Grainger.com credentials and enable the Touch ID for quick access to the Grainger mobile app for your on-the-go needs. Complete your registration today!



1 Go to Grainger.com and click REGISTER NOW in the upper right corner, or click REGISTER

REGISTRATION TIPS

- > Have your account number handy when registering. Contact us if you should need assistance accessing your account information – chat with an agent or call 1-800-GRAINGER (1-800-472-4643).
- > For security verification purposes, it may take up to 24 hours for your account data to be fully synced with Grainger.com.
- > If you received an email invitation to register and can't seem to locate that email, chat with one of our agents or call 1-800-GRAINGER (1-800-472-4643) to have it resent.
- > If you would like to establish a line of credit with Grainger to use open account billing on Grainger.com, please contact 1-800-GRAINGER (1-800-472-4643) once you are notified of your account number.

View [grainger.com/help](#) for tips, videos and support.



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Tennessee State Signup Page

This page is for public institutions in the state of Tennessee.

If you've already signed up [Click Here](#) to sign in. If your not purchasing for a public institution in the state of TN please [Click Here](#).

* Email Address

* First Name:

 20

* Last Name:

 20

* Password

* Confirm Password

Entity Name *

Primary Address *

Please include street address, city, state and zip

Do you have a current business account with Office

- Yes
 No

If yes to above, what is your account number?

Contact Name, Phone and Email *

Office DEPOT OfficeMax CompuCom.

State of TN - Account Set Up

TN

Department of
General Services

TNSS SWC Usage Information



MEMO

SWC# 316 - Office Supplies Contract Usage Instructions

Contract Procurement: The contract was competitively bid and awarded to one (1) vendor: Office Depot, Inc.

NOTICE: DO NOT ORDER from RETAIL WEBSITE: OfficeDepot.com

Vendor Contact Information

Customer Service:

Name of Contact: **Office Depot - State of Tennessee Service Team**
Phone Number: 1-833-740-4868 (toll free)
Email Address: StateofTN@officedepot.com
Hours: Monday - Friday 8am - 10:30pm ET

Contract Representative:

Name of Contact Person: **Krystal Gilbert**
Position of Contact: Major Account Manager
Phone Number(s) of Contact: 870.703.0454
Email Address of Contact: Krystal.Gilbert@officedepot.com

Contract Representative:

Name of Contact Person: **Morrie Norwood**
Position of Contact: Major Account Manager
Phone Number(s) of Contact: 850.251.7307
Email Address of Contact: Morrie.Norwood@officedepot.com

Escalation Contact:

Name of Contact Person: **Terry Sterck**
Position of Contact: Director, Major Partnerships - Public Sector East
Phone Number(s) of Contact: 904.699.6377
Email Address of Contact: Terry.Sterck@officedepot.com

Invoicing/Accounts Receivable:

Name of Contact: Customer Service
Phone Number(s) of Contact: 1-888-263-3423

Summary/Background Information: This is a statewide contract for Office Supplies. This includes general office supply items (classification folders, ballpoint pens, highlighters, paper clips, post-it notes, etc.), ink and toner (new and remanufactured cartridges for various devices), office machines (shredders, electric staplers, label makers, voice recorders, etc.), basic data storage (CDs, DVDs, cassettes, thumb drives, etc.), boards and board accessories (white boards, easels, easel pads, dry erase markers, cork boards, chalk boards, etc.), and calendars and planners (desk calendars, planner inserts, etc.) just to name a few. The State has negotiated heavily discounted pricing for merchandise classified as "Core" and "Catalog" to ensure that

State Contact Information

Contract Administrator:

James Vallone
Category Specialist - Commodities
Central Procurement Office
(615) 253-8528
James.Vallone@tn.gov

TNSS Dashboard (Tableau)

Statewide Contract and Hosted Catalogs
and TNSmartShop Supplier Contact Information



TNSS Hosted Catalog Suppliers



A1 | SWC 235 MRO Supplies

1	SWC 235 MRO Supplies					
2	Supplier Name	Supplier Part Number	Description	Unit Of Measure	Price	Manufacturer
3	Brighter Days And Nights Inc	MYB8000CH	Towel Bar Posts in Polished Chrome	EA	\$ 4.02	
4	Brighter Days And Nights Inc	SH311ORB	2-1/4 x 6 in. Bathroom Sink Drain in Oil Rubbed Bronze	EA	\$ 69.95	
5	Brighter Days And Nights Inc	SH311BN	2-1/4 x 6 in. Bathroom Sink Drain in PVD Brushed Nickel	EA	\$ 69.95	
6	Brighter Days And Nights Inc	SH301ORB	2-1/4 x 8 in. Bathroom Sink Drain in Oil Rubbed Bronze	EA	\$ 59.95	
7	Brighter Days And Nights Inc	SH311CP	2-1/4 x 6 in. Bathroom Sink Drain in Polished Chrome	EA	\$ 59.95	
8	Brighter Days And Nights Inc	SH301PB	2-1/4 x 8 in. Bathroom Sink Drain in PVD Polished Brass	EA	\$ 49.95	

SWC 235 MRO Brighter Days&Night | SWC 569 Commissary Keefe Gro ...

TNSS Hosted Catalog Suppliers



TNSmartShop Punchout and Hosted Catalog Supplier Contacts

<u>SWC #</u>	<u>SWC Description</u>	<u>Supplier Name</u>	<u>Edison Contract #</u>	<u>Catalog Type*</u>	<u>Supplier Contact First Name</u>	<u>Supplier Contact Last Name</u>	<u>Supplier Email</u>	<u>Supplier Phone #</u>
235	MRO Supplies	Brighter Days and Nights Inc	62718	Hosted	Chanel	Sallie	csallie@bdnincorp.com	901-775-1902
235	MRO Supplies	Fastenal	62716	Punch-Out	Bill	Fransen	wfransse@fastenal.com	757-342-6123
235	MRO Supplies	Grainger	62707	Punch-Out	Nate	Nevala	nate.nevala@grainger.com	763-232-0245
317	Copy Paper	American Paper & Twine	56924	Punch-Out	Gary	Dotson	gdotson@aptcommerce.com	615-350-5233
316	Office Supplies	Office Depot Inc.	67054	Punch-Out	TN Service Team	TN Service Team	TNSales@officedepot.com	833-740-4868 (Toll Free)
365	Paper/Plastic Goods	American Paper & Twine	64263	Punch-Out	Gary	Dotson	gdotson@aptcommerce.com	615-350-5233

TNSS Check-Out

Place your order with Supplier

- **At Checkout orders can be placed directly with the supplier, paid for with any corporate or P-card you have been authorized to use and registered with supplier.**
- **Continue with the invoicing or PO process that you have always followed with your organization.**

TNSmartShop Statewide Contract Catalog Dashboard



One of the newest features for TNSS is the Dashboard

TNSmartShop Dashboard Information

The TNSmartShop Statewide Contract Catalog Dashboard allows users to browse any item covered by contracts available to Authorized Local Government, Education and select Non-profit Organizations within the State of Tennessee.

Users can review an instructional document [here](#).

Item Lookup | Shopping Cart

[Instruction Guide](#)

Search Bar All

SWC Search Supplier Search Supplier Part Number Item Description Search

TNSS Dashboard Demo



TNSS Questions?



TN SmartShop Information or Questions

- TNSS Website:

<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/tn-smart-shop.html>

- Email:

TN.Smartshop@tn.gov

- Phone:

(615) 741-3333 ext.1

